# INTRA-DEPARTMENT TRANSFER INVOICE

CO - 608 REV. 7/03 (Stock No. 136-01)

# USE THIS FORM IN SETTLING CLAIMS BETWEEN STATE BUSINESS UNITS

### 1. CREDITOR BUSINESS UNIT:

- PLEASE COMPLETE THE FOLLOWING SECTIONS: FROM (CREDITOR BUSINESS UNIT), TO (DEBTOR BUSINESS UNIT) **DESCRIPTION** (BOTTOM PORTION OF PAGE).
- REMOVE AND RETAIN PART 3 FROM THE SET.
- SEND BALANCE OF SET (PARTS 1 & 2) INTACT TO THE DEBTOR BUSINESS UNIT.
- CREATE AN OPEN RECEIVABLE IN CORE-CT AR

### 2. DEBTOR BUSINESS UNIT:

a. VERIFY ALL CHARGES.

b. PROVIDE THE FOLLOWING INFORMATION: SIGNATURE OF ACCEPTANCE, AND CHARTFIELDS. c. ENTER AN AP VOUCHER IN CORE-CT.

d. RETURN COMPLETED PART 1 COPY TO THE CREDITOR BUSINESS UNIT.

e. RETAIN PART 2 COPY.

# FROM - CREDITOR BUSINESS UNIT

(1) INVOICE NUMBER

(22) DATE

STATE OF CONNECTICUT

OFFICE OF THE STATE COMPTROLLER

ACCOUNTING SERVICES

3. CREDITOR BUSINESS UNIT:

b. FILE AND RETAIN PART 1 COPY.

a. VERIFY CORE-CT PAYMENT MATCH.

(2) FROM (REFER TO VENDOR FILE)

TO - DEBTOR BUSINESS UNIT

(3) TO (REFER TO VENDOR FILE)

(20) AUTHORIZED DEPARTMENT SIGNATURE

(4) AMOUNT	(5) QUANTITY	(6) GL UNIT	(7) BUDGET DATE	(8) FUND	(9) DEPARTMENT	` '	PROGRAM	(12) ACCOUNT	PROJECT/ GRANT	(14) CHARTFIELD 1	(15) CHARTFIELD 2	(16) BUDGET REFERENCE
		STATE										
		STATE										
		STATE										
		STATE										
		STATE										
		STATE										

# DEBTOR BUSINESS UNIT ACCEPTANCE

(21) TITLE

THE ABOVE DETAILED SERVICES AND / OR COMMODITIES HAVE BEEN PERFORMED AND / OR RECEIVED, AND ARE ACCEPTED AS A CHARGE AGAINST THE APPROPRIATION INDICATED. FUNDS HAVE BEEN ENCUMBERED FOR THE CHARGE.

TO BE COMPLETED BY CREDITOR BUSINESS UNIT (23)(24) (25)UNIT (27) DESCRIPTION **AMOUNT** QUANTITY DATE PRICE TOTAL (28) PREPARED BY (29) TELEPHONE NO. (30) DATE